



Request for Proposals

Professional Services for

Development of an Environmental Process and Procedures Manual

JULY 2016

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for **Development of an Environmental Process and Procedures Manual**. NDOR has posted two other related RFPs; Development of a Public Involvement Processes and Procedures Manual (RFP-1611) and Contract Management to coordinate and synchronize the development of both an Environmental Process and Procedures Manual and a Public Involvement Process and Procedures Manual (RFP-1613). Consultants responding to this RFP may also respond to the other two RFP's. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template [Standard Professional Services Agreement](#) [STATE] and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with NEB.REV.STAT. 84-712 et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

SCOPE OF SERVICES

1. Overview of the work:

NDOR has a variety of processes and procedures, which encompass their environmental responsibilities in the development, design and construction of highway projects. It is the intent of this scope of services to combine NDOR's processes and procedures into one comprehensive manual, for use by other environmental practitioners, NDOR internal planning, design and construction staff, as well as environmental resource agencies and other interested parties. Environmental Process and Procedures Manual (Manual) development will begin with a review of select Department of Transportation (DOT) environmental manuals to identify commonalities and best practices, for use in preparation of NDOR's Manual. After the Manual is complete, Consultant shall develop flowcharts/illustrations showing NDOR's environmental process, for public use and understanding.

- a. The Consultant shall research and prepare a benchmark report of a representative sample of DOT environmental process and procedure manuals. Consultant shall summarize each DOT manual's format and content. Consultant will identify and recommend best practices to be considered for use by NDOR.
- b. The Consultant shall prepare a Manual, documenting (at a minimum) the following:
 - i. Pertinent federal, state and local environmental regulations;
 - ii. Planning and Project Development processes and the role of environmental reviews and activities within them (include the Planning and Environmental Linkage (PEL) Process, Location Studies, environmental scoping);
 - iii. NDOR's National Environmental Policy Act (NEPA) Process for LPA and NDOR Federal-Aid projects, to include classes of action, documentation requirements, and Programmatic Agreements;
 - iv. Resource Agency coordination process for projects needing Section 404 permits or other permits or approvals;
 - v. Environmental process for NDOR funded construction and maintenance projects.
 - vi. US Army Corps of Engineers (USACE) Clean Water Act Section 404 permitting and Section 404(b)(1) analysis documentation requirements and process;
 - vii. Technical resource reviews/impact analyses, processes and procedures, including Programmatic Agreements (such as Section 401 of the Clean Water Act, Section 106 of the Historic Preservation Act, Section 7 of the Endangered Species Act, etc.);
 - viii. Public/Agency involvement processes and procedures;
 - ix. Identification of required environmental permits, including permitting processes and procedures;
 - x. Identify processes and procedures to work with Roadway Design, Bridge,

Right-of-Way and Construction Division on development and communication of environmental mitigations and commitments, to ensure they are feasible and constructible, prior to signing environmental documents/permits.

- xi. Construction and post-construction monitoring and documentation of commitments.
- xii. Assimilation of any other existing NDOR processes and procedures documents such as manuals, policies, guidance documents, programmatic agreements into the Manual.
- c. The Consultant shall create flowcharts identifying NDOR's key environmental process communication points. The communication points to be shown include, but not limited to, the following:
 - i. What information is to be communicated
 - ii. Who initiates and who should receive the communication
 - iii. Timing of the communication
 - iv. The form of the communication
- d. Develop an Environmental Process Outline (EPO) patterned after the NDOR Roadway Design Process Outline (DPO). Make recommendations for integrating these process outlines.
- e. The Consultant shall review existing individual NDOR process documents and make recommendations to NDOR for how to make the language in those documents internally consistent in process, terminology, definitions, acronyms and use. The Manual shall be written and edited for consistency between the Manual and the individual process documents. A Technical Documents Consistency Review and Recommendations Memo must be prepared and submitted to NDOR.
- f. Consultant will ensure that Manual aligns with the new Programmatic Agreement for CE documents, and with 23 CFR 771 for Environmental Assessments and Environmental Impact Statements.
- g. Participate in meetings with LPA's, FHWA, NDOR staff, and others as needed, for input during the development of the Manual
- h. Coordinate language, schedule, and processes with NDOR and NDOR's consultants relative to the NDOR's development of a Public Involvement Manual.
- i. Develop educational and presentation materials and as requested by NDOR.
- j. Consultant may be requested to provide updates to the Manual and the EPO.

2. Qualifications, Knowledge and Experience:

- a. Consultant shall have knowledge of and experience with Environmental Process and Procedure Manual Development and/or Environmental Management System development for public agencies (DOT's, utilities, other).
- b. Consultant shall have training in, and experience managing the NEPA process and environmental review for federal-aid projects, environmental review for non-federal aid projects, and permitting.
- c. The Consultant team shall provide examples of Environmental Procedure Manual and/or Environmental Management System development for public agencies (DOT's, utilities, other), which incorporated the NEPA process and requirements of 23 CFR 771.111(h)1.

- d. The Consultant team shall demonstrate understanding of how environmental processes fit into NDOR and LPA federally-funded projects (LPA and NDOR's Planning Processes, Roadway Design Process, Construction Process and Post-construction/Maintenance processes).
- e. Strong technical writing and editing background for consistency in technical detail, grammar, nomenclature and format.
- f. While it is not expected that the Consultant would have experience with all of the following software programs, knowledge or familiarity may be beneficial: Clarity, OnBase, ProjectWise, SiteManager; and two custom applications developed with specific purpose for NDOR, which include the CE Smartform and ECODatabase. If needed, Consultant will be provided access to such software programs.

3. Software and Equipment Requirements:

Documents generated by Consultant and delivered to NDOR must be in Microsoft Office and Adobe Acrobat formats.

4. Expectations for the Deliverables:

All documents submitted must be in electronic and Print-ready version for hard copy production.

- a. Benchmark summary report.
- b. Environmental Process and Procedure Manual
- c. Website ready version of the Manual
- d. Environmental Process Outline (EPO)
- e. Technical Documents Consistency Review and Recommendations Memo Flowcharts illustrating NDOR's environmental process for use by internal staff as well as the general public.
- f. Meeting Documentation and Minutes of meetings.

5. Schedule:

- a. It is NDOR's desire to have a draft manual in 12 months.
- b. A kickoff scoping meeting has been scheduled the afternoon of August 30th and the morning of August 31st.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation. A minimum of three (3) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection is outlined below.

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: DOR.PDAnnualCertification@nebraska.gov.

Interested consultants must currently be certified to provide NEPA services for NDOR.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: DOR.PDAnnualCertification@nebraska.gov.

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

1. Qualifications (40 pts)
 - a. Qualifications of the project manager and key team members to perform the services described in this RFP.
 - b. Knowledge of applicable federal and state regulations and procedures, with particular knowledge of NDOR's environmental process and procedures from project initiation through construction.
 - c. Knowledge and understanding of environmental and public involvement services related to NDOR's CE Programmatic Agreement requirements.
 - d. Knowledge of how the environmental processes relate to other NDOR and LPA processes: Planning and Program Management, Design, Public Involvement, Right-of-Way, Construction, and Post-construction/Maintenance.
 - e. Strong technical writing and editing background for consistency in technical detail, grammar, nomenclature and format.
 - f. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.

2. Experience (25 pts)
 - a. Developing Environmental Process and Procedure Manuals and/or Environmental Management Systems for public agencies (DOT's, utilities, other). Consultant should provide a reference for up to five (5) documents in their proposal.
 - b. Managing the NEPA process and environmental review for federal-aid projects, environmental review for non-federal aid projects, and permitting.
3. Performance (25 pts)
 - a. Performance evaluations by NDOR on past projects.
 - b. Cooperation, communication, and timeliness of deliverables with NDOR.
 - c. If the consultant's team has no experience with NDOR, the consultant should include three (3) references in proposal, including contact information, for other agencies or State Departments of Transportation for similar services
4. Understanding of the Services to be Provided (10 pts)
 - a. Consultant has demonstrated understanding of the key elements of the work.

Final Selection (100 pts)

1. Qualifications (40 pts)
 - a. Qualifications of the project manager and key team members to perform the services described in the RFP.
 - b. Knowledge of applicable federal and state regulations and procedures, with particular knowledge of NDOR's environmental process and procedures from project initiation through construction.
 - c. Knowledge and understanding of environmental and public involvement services related to NDOR's CE Programmatic Agreement requirements.
 - d. Knowledge of how the environmental processes relate to other NDOR and LPA processes: Planning and Program Management, Design, Public Involvement, Right-of-Way, Construction, and Post-construction/Maintenance.
 - e. Strong technical writing and editing background for consistency in technical detail, grammar, nomenclature and format.
 - f. Consultant has demonstrated they will allocate appropriate and sufficient staff resources to meet project objectives and schedules.
2. Experience (30 pts)
 - a. Developing Environmental Process and Procedure Manuals and/or Environmental Management Systems for public agencies (DOT's, utilities, other). Consultant should provide a reference for up to five (5) documents in their proposal.
 - b. Managing the NEPA process and environmental review for federal-aid projects, environmental review for non-federal aid projects, and permitting.
3. Quality of Interview (30 pts)
 - a. Consultant's interview was clear and concise.
 - b. Consultant addressed evaluation factors adequately.
 - c. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date	Time
RFP Posted	June 29	
Last Day Updates to RFP may be posted	July 13	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	July 20	5:00 PM
Proposals Due	July 20	5:00 PM
Post Short-List Consultants & Interview Schedule	August 12	5:00 PM
Interview	August 17	1-3 PM
Post Final Selections	August 19	5:00 PM
Kickoff scoping meetings	August 30	1-4pm
	August 31	9:30am-12:30pm

SUBMITTAL OF PROPOSALS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

One (1) hard copy and one (1) electronic copy of the submittal must be sent to the address listed below prior to the submittal deadline. An electronic PDF version of the consultant's proposal must be included with the hard copy submittal, or it can be emailed to brad.reid@nebraska.gov.

Consultant Services Engineer
 Nebraska Department of Roads
 Planning and Project Development Division
 1500 Highway 2, PO Box 94759
 Lincoln NE
 PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (10) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 20 minutes, followed by up to 10 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR's selection committee will conduct interviews with the short-listed consultants at the Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. Consultant's may request an interview via telephone, and will need to contact the Consultant Services Engineer [randy.eldorado@nebraska.gov] or (402) 479-4778] to make arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER